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31 May 1949

177-00000

SUBJECT: Acknowledgment of Monthly Financial Report

To: Chief, Embassy  
Heidelberg, Germany

ATTENTION: ☐ ☐

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHODS EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

1. This is to acknowledge receipt of your reports for the months of August 1948 thru March 1949 inclusive.

2. These reports have been reconciled and recorded on our books. However, final audit has not yet been performed. In the event that such audit necessitates adjustment, you will be notified accordingly.

3. As at this date, the following items are outstanding against your account.

a. ☐ Advance \$100.00 - This advance was carried on your report at 31 October 1948, the date of the discontinuance of the Class "A" procedure of accounting. However, beginning 1 November, this advance was dropped from your records. It is requested, therefore, that you advise this office of the disposition of the advance.

b. Advance of 700 RM to ☐ ☐ was never reflected on your accounts. The ☐ accounting for the period 24 August 1948 to 8 January 1949 recorded an additional advance received from your office on 8 January 1949. A review of your accounts reveals that this item was never recorded. It is requested that you check your records to see if you made this advance. If your review indicates that you omitted recording the advance, you may effect the disbursement on your next report. Advise Headquarters of your action or any additional data that may assist us to clear your accounts.

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c. There was a considerable discrepancy between your 31 October 1943 closing cash balances and your opening cash balances 1 November 1943. We give them here for your information as follows:

Closing Balances 31 October 1943  
Scrip 483.47 (includes DM)

Opening Balances 1 November 1943  
US \$ 1,203.00  
Scrip 5,580.42  
DM 34,021.28

From the data above, it is noted that there are differences in all the currencies. It is requested that you provide Headquarters with a complete reconciliation of these amounts with all identifying or descriptive detail supported by vouchers evidencing the changes.

d. Your attention is called to the lack of documentary evidence supporting advances made by you. A receipt is to be obtained from the recipient of the funds for all disbursements including advances which in turn are to be forwarded to Headquarters with the monthly report when security permits. If receipts are not obtained, or are obtained and held at your station for security reasons, there should be included in lieu of such missing receipts a certification executed by the Chief of Station as stated in GAI #11 paragraph 5 (a). All funds received by you should also be supported by documents detailing all data pertaining to such receipts of funds. Your report should reflect an advance as a disbursement, but correctly identified as an "advance." Advances after a reasonable length of time should be accounted for and/or refunded. Record such refunds from advances in your receipts with adequate identification to enable Headquarters to tie in to the original disbursement. However, if an accounting for the expenditure by the recipient of an advance is obtained, it should be forwarded to Headquarters with your monthly report with reference to its inclusion on your letter of transmittal, or it may be forwarded under separate cover.

e. Please do not hesitate to seek the advice of Headquarters on any questions pertaining to your accounts. Settlement of the items detailed above will bring our records into balance.

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